

The Summary Record

Summary Record Use

The summary record as shown in Figure 8-11, must be part of every transmittal report to DRS but do not include in the Total Records Reported field. You can send one file with multiple reports but each transmittal report must have a summary record. The reporting group number is the data element within the summary record that distinguishes one transmittal report from another. Some employers have more than one reporting group number; i.e., a city has a reporting group number for the Public Employees' Retirement System (PERS), and a reporting group number for the Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF). If you have employees who participate in the DCP, you will have a third reporting group number.

Summary Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier ²	Character	1	1	1
Reporting Group Number ¹	Character	6	2	7
Reporting Period ¹	yyyymm	6	8	13
Report Type ¹	Character	1	14	14
Report Version Number ¹	##	2	15	16
Expected Monthly Reports	##	2	17	18
Total Compensation	+/-#####.##	13	19	31
Total Member Contributions/Deferrals	+/-#####.##	13	32	44
Total Employer Contributions	+/-#####.##	13	45	57
Total Hours	+/-#####.#	12	58	69
Total Records Reported	#####	7	70	76
Total Days	+/-#####.#	12	77	88

Figure 8-11

¹ These four data elements form the *key*, and are part of each record type.

² Record Type Identifier is S.

The Member Profile Record

Member Profile Record Use

This record is required the first time you report an employee, but not a retiree. This record is also used to report a change to a member's or participant's name, address, birth date or gender code. See Figure 8-12 for details.

Member Profile Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier ²	Character	1	1	1
Reporting Group Number ¹	Character	6	2	7
Reporting Period ¹	yyyymm	6	8	13
Report Type ¹	Character	1	14	14
Report Version Number ¹	##	2	15	16
Social Security Number	#####	9	17	25
Member/Participant Name Change Flag	Character	1	26	26
Member/Participant Last Name	Character	35	27	61
Member/Participant First Name	Character	35	62	96
Member/Participant Middle Name	Character	35	97	131
Member/Participant Name Extension	Character	3	132	134
Member/Participant Name Title	Character	5	135	139
Member/Participant Name Suffix	Character	5	140	144
Address Change Flag	Character	1	145	145
Address Line 1	Character	35	146	180
Address Line 2	Character	35	181	215
Address Line 3	Character	35	216	250
City	Character	35	251	285
State Code	Character	2	286	287
Zip Code	#####	5	288	292
Zip Code Extension	####	4	293	296
Gender Code	Character	1	297	297
Birth Date	yyyymmdd	8	298	305

Figure 8-12

¹ These four data elements form the *key*, and are part of each record type.

² Record Type Identifier is M.